

WELCOME TO THE CITY OF SANTA CLARA CITY COUNCIL MEETING

Procedure for Addressing the Council During Council Meetings:

The City Council encourages public participation in City matters and welcomes public comment on Council agenda items. Due to the number of items on the agenda and the length of Council meetings, the Council encourages written comments to be included in the Council Agenda packet prior to the meeting. Items should be submitted to the City Clerk by Wednesday noon preceding the Council meeting. If written materials are presented by the public during the Council meeting, extra copies should be provided for distribution to the audience. The following time limits have been set for speakers wishing to address the Council:

10 MINUTES (Maximum)

Public hearings – **Applicant**

Appeal Proceedings – **Appealing party**
and, when applicable,
Challenged party

3 MINUTES (Maximum)*

Comments on Individual Agenda Items –
Each Speaker

Comments under Public Presentations –
Each Speaker

Rebuttal (closing statement) in Public
Hearings and Appeal Proceedings –
Each Speaker

*It is the prerogative of the Mayor/Chairperson to limit the amount of time per speaker to **two** minutes. This practice will normally be utilized given the length of agenda and to ensure that all speakers are accommodated in a fair and impartial manner in a reasonable time frame for the Council and public to consider the item.

There is a speaker timing/lighting system on the podium. A green light will indicate the beginning of the time period; a yellow light will appear when 30 seconds remain; a red light will appear and a buzzer will sound at the end of the time period. Time limits will be strictly enforced by the Mayor to ensure equal opportunity and treatment of all speakers.

Groups and neighborhoods are encouraged to appoint a single spokesperson. Speakers are requested to present only new material and avoid making repetitive comments.

Public Presentations:

You, as a member of the public, are provided with an opportunity to directly address the city council on items of public interest that are within the jurisdiction of the council. You are invited to address the council under public presentations on items which are not listed on the agenda but are within the jurisdiction of the council.

However, no action shall be taken on an item of business

not appearing on the agenda. The only exceptions are as follows:

- (1) Upon a determination by a majority vote of the Council that any of the following emergency situations exist:
 - (a) Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Council.
 - (b) Crippling disaster which severely impairs public health, safety, or both, as determined by the majority of the Council.
- (2) Upon a determination by a two-thirds vote of the Council present, or, if less than two-thirds of the members of the Council are present, a unanimous vote of those members present that the need to take action arose after the Agenda was posted.
- (3) The item was posted for a prior meeting of the Council occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

When a public presentation is made, the council, or its staff, may briefly respond to statements made or questions posed and may request the City Manager to report back at a subsequent meeting. (pursuant to California government code sections 54954.2, 54954.3, and 54956.5).

Americans with Disabilities Act (ADA):

In accordance with the Americans with Disabilities Act of 1990, the City of Santa Clara will ensure that all existing facilities will be made accessible to the maximum extent feasible. Reasonable modifications in policies, procedures and/or practices will be made as necessary to ensure full and equal access for all individuals with a disability.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should contact the City's ADA office at (408) 615-3000 to discuss meeting accessibility. In order to allow participation by such individuals, please do not wear scented products to meetings at City facilities.

For individuals with a Hearing Impairment, the Council Chambers has a headset system which allows one to hear more clearly from any seat in the room. Ask a City staff member for details.

Upon request by a person with a disability, City Council meeting agendas and writings distributed during the meeting that are public records will be made available in appropriate alternative format. Contact the City Clerk's Office at (408) 615-2220 with your request.

Notice is given, pursuant to Government Code Section 65009, that any challenge of Public Hearing Agenda items in court, may be limited to raising only those issues raised by you or on your behalf at the Public Hearing described in this notice, or in written correspondence delivered to the City Council/Agency Commission at, or prior to the Public Hearing on these matters. The time within which judicial review must be sought of the action by the City Council/Agency Commission which acted upon any matter appearing on this agenda is governed by the provisions of Section 1094.6 of the California Code of Civil Procedure.